

January 29, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

### **QUARTERLY REPORT ON HIRING AND PROMOTION REQUESTS**

On November 13, 2001, the Board reaffirmed and expanded the existing countywide hiring and promotional freeze policy in an effort to mitigate potential budget reductions. To monitor effectiveness and consistency in application of the amended policy, the Chief Administrative Office developed a quarterly report on hiring and promotional requests. This information is being provided to you as part of an ongoing effort to keep the Board informed of progress in this area.

For the first quarter of fiscal year 2002-03, 1,426 requests were received from departments. By the close of the quarter, 1,145 had been approved (consisting of 577 new hires and 568 promotions); 122 had been denied; and 159 were pending a decision. The approvals, which were critical to the mission of departments, consisted primarily of 113 new hires and 84 promotions in Children and Family Services, 186 promotions in Public Social Services (required because of paired classes), 71 new hires and 20 promotions in MacLaren Children's Center, and 43 new hires and 8 promotions in Probation. The first two pages of the attached report summarize these actions by department. The remaining pages provide detailed information, including type of authorization requested (i.e., hiring or promotion), classification, justification, approval or denial and the reason for the approval or denial.

The report does not reflect hiring and promotional actions by departments that are exempt from the policy. Consistent with the Board's policy, these exemptions include health and safety positions, personnel funded through Special Districts/Special Funds, and other positions that are deemed critical to the department's operations.

If you have any questions or need additional information, your staff may contact Sid Kikkawa at (213) 974-1133 or Jacqueline White at (213) 974-1155.

DEJ:DL  
JW:AHW:vyg  
Attachments

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